

Authorized Information Technology Schedule Price List
FEDERAL SUPPLY SERVICE
General Purpose Information Technology Professional Services



GENERAL SERVICES ADMINISTRATION

www.mainstreet2.com

GS-35F-0474K

PROPOSED IT SCHEDULE 70 PRICELIST
Effective June 19, 2010 through June 18, 2015

SIN 132-51
INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES
Special item Number 132-51, from the FSC Group 70, Part 1, Sections B & C

Mainstreet Technologies, Inc
1645 Ridgley Street, Ste 100
Baltimore, MD 21230
(410) 347-1277 Tel
(410) 347-1288 Fax

Authorized Information Technology Schedule Price List

FEDERAL SUPPLY SERVICE

General Purpose Information Technology Professional Services

The Services Mainstreet Technologies, Inc offers under this contract include resources and facilities management, database planning and design, systems analysis and design, network services, programming, conversion and implementation support, project management, and data/records management.

FSC Class 7030- Information Technology Software

SIN 132-51 – INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D310	IT Backup and Security Services
FPDS Code D311	IT Data Conversion Services
FPDS Code D316	IT Network Management Services
FPDS Code D399	Other Information Technology Services, Not Elsewhere Classified
FPDS Code D304	Value Added Network Services

(This schedule incorporates Special Item Number 132-51, from the FSC Group 70, Part 1, Sections B & C)

Service Area	Category Code
Information Technology Professional Services	S

Mainstreet Technologies, Inc
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Pricelist current through Modification #16, dated 06/18/2010.

Products and ordering information in this Authorized Information Technology Schedule Price list are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing GSA's Home Page via Internet at www.gsa.gov Terms and Conditions Applicable to Information Technology Professional Services.

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INFORMATION FOR ORDERING OFFICES

Special Notice to Agencies:

1. GEOGRAPHIC SCOPE OF CONTRACT:

The Geographic Scope of Contract will be domestic delivery only.

2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

For computer to computer EDI orders:

Mainstreet Technologies, Inc
1645 Ridgely Street, ste 100
Baltimore, MD 21230
(410) 347-1277
Kdavis@mainstreet2.com

For orders by facsimile transmission:

Mainstreet Technologies, Inc
Fax No: (410) 347-1288

For mailed orders / Payment Address:

Mainstreet Technologies, Inc
1645 Ridgley Street
Baltimore, MD 21230

Internet Address: <http://www.mainstreet2.com/>

Government Commercial Credit Cards are acceptable for payment. In addition, bank account information for wire transfer payments will be shown on the invoice.

Below are the telephone number(s) that can be used by ordering agencies to obtain technical and/or ordering assistance:
(410) 347-1277

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FOR 279:

Block 9: Order/Modification Under Federal Schedule: **N/A**
Block 16: Contractor Establishment Code (DUNS): **003028680**
Block 30: Type of Contractor – **A. Small Disadvantage Business 8(A)**
Block 31: Women-Owned Small Business – **NO**
Block 36: Contractor's Taxpayer Identification Number (TIN) – **522071755**

4a. CAGE Code: 1QJM3

4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. COMMERCIAL DELIVERY SCHEDULE (MULTIPLE AWARD SCHEDULES)

(a) Time of Deliver

The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

The contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Items or Groups or Items (SIN or Nomenclature)	MainStreet Technologies Normal Delivery /Time
132-51	As agreed upon between MainStreet Technologies and the ordering agency

(b) Urgent Requirements

When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery. The contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the contractor in writing.) if the contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

7. DISCOUNT

A) Prompt Payment: .25% 10 days else Net 30.
B) Quantity: None
C) Dollar Volume: None
D) Government Educational Institutions: Same as other Government Discount
E) Other: None

8. PRODUCTION POINTS AND STATEMENT CONCERNING FOREIGN PRODUCED ITEMS:

Trade Agreements Act of 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

N/A

10. SMALL REQUIREMENTS:

The minimum dollar value per order will be **\$2,500** for all IT Products and Services.

11. MAXIMUM ORDER:

The maximum dollar value per order will be **\$500,000** for all IT Products and Services.

11a. SIN 132-51 – Information Technology (IT) Professional

12. USE OF FEDERAL SUPPLY SERVICE INFORMATION TECHNOLOGY SCHEDULE CONTRACTS.

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering Procedures for services requiring a statement of work

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Federal departments and agencies acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering offices, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS-PUBS):

Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable “FIPS Publication”. Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield,

Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDs):

Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDs) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDs should be obtained from the GSA Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100 SW Washington, DC 20407, telephone number (202) 619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301) 975-2833.

14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance for orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As commercial practice, the Contractor may be required to obtain/possess any variety of certification, licenses and accreditation for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such certification, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the Agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (1) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1)

16. GSA ADVANTAGE!

The GSA Advantage! Is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! Will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product category(ies)

Agencies can browse GSA Advantage! By accessing the Internet World Wide Web utilizing a browser (ex.:Netscape). The Internet address is <http://www.fss.gsa.gov>.

17. PURCHASE OF INCIDENTAL, NON-SCHEDULE ITEMS

NOTE: Open Market Items are also known as incidental items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODC's (Other Direct Costs) are not part of this contract and should be treated at open market purchases. Ordering Activities procuring open market items must follow FAR 8.401(d).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if –

- (1) All applicable acquisition regulation pertaining to the purchase of the items not on the Federal supply Schedule has been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (part 12), contracting methods (Parts 13, 14, and 15), and small business programs (part 19));
- (2) The ordering activity contracting officer has determined the price for items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of deliver/installation quotations for individual orders;
- (2) Technical representations and /or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

19. OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders of services in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia.

Upon request of the Contractor, the Government may provide the Contractor with logistics support, as available, in accordance with all applicable Government regulations. Such Government support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of the contract.

20. BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize effectiveness of the BPAs). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21. CONTRACTOR TEAM AGREEMENTS

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer agency requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

22. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alternation or repair (including painting and decorating) of public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

23. SECTION 508 COMPLIANCE.

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following: www.Section508.gov

24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULE.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25. INSURANCE – WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (far 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective –

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26. SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

27. ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C.3324)

TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)

1. SCOPE

a. The prices terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.

b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

2. PERFORMANCE INCENTIVES

a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.

b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.

c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

3. ORDER

a. Agencies may use written orders EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.

b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

4. PERFORMANCE OF SERVICES

a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.

b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.

c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulation, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) AUG 1989)

a. The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either – within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either –

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

b. If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if –

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decided the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

c. If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

d. If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the term of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

10. ORGANIZATIONAL CONFLICTS OF INTEREST

A. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the contractor and its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries, and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the payments under Time-and-Materials and Labor-Hour contracts at FAR 52.232.7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to labor-hour orders placed under this contract.

13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or user ordering activity upon request.

14. INCIDENTAL SUPPORT COSTS

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth the FAR.

15. DESCRIPTION OF IT SERVICES AND PRICING

Offers the following services under the GSA Information Technology Schedule contract, SIN 132-51:

LABOR CATEGORY DESCRIPTIONS

Commercial Job Title: **Project Manager Level II**

Minimum/General Experience: Six years experience in the design, development, and implementation of business or computer system and programs. At least two years acting in a management role of a large multi-task program, Knowledge of the Federal contract and procurement regulations.

Functional Responsibility: Develop overall work plans, schedules, evaluation criteria, and assist in utilizing resources in the most effective and efficient manner; confer with personnel in feasibility studies, systems, planning equipment scheduling, and activities as assigned. Enforce established applications programming, and documentation; review the work effectiveness, task effectiveness and compatibility with other projects in related areas; supervise the preparation and of the budge; develop, review, and enforce policies, practices and standards, including programming and documentation standards; review technical training needs for subordinate staff, plan activities implement training courses as appropriate and assure attendance by appropriate staff as required; maintain liaison with management and government personnel; communicate, coordinate, and cooperate with staff members to assure that the Network and information Services is operation at maximum efficiency; supervise and participate in the selection, training, and evaluation of staff members; perform related duties as assigned.

Possible Job Titles: Software Quality Assurance Manager, Software Manager.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, business, plus 2 years practical experience, or equivalent.

Commercial Job Title: **Senior Software Engineer**

Minimum/General Experience: Ten or more years of progressive, directly related experience that includes the design, development and implementation of business computer systems and programs, at least four of the required years should have been in a supervisory capacity.

Functional Responsibility: Requires specialized subject matter expertise in the principles and techniques of systems design, programming, and project management as well as extensive, directly related and progressive experience. Knowledge is applied to research and evaluation involving innovative solutions and alternatives. Make decisions of critical consequence impacting administration and management of major, broad organizational services and long-range goals. Has first level supervisory responsibility for managing several project teams/units with subordinate professional supervisors. Most frequently meets with administrators, directors and administrative staff or functional and programmatic subject area specialist to plan and direct activities, implement decisions, justify or defend decisions and negotiate or settle significant and/or controversial issues.

Minimum Education: Advanced degree in related subject area or Bachelor's degree and six years practical experience or equivalent.

Commercial Job Title: **Senior Network Engineer**

Minimum/General Experience: Eight years experience with at least three years of full time experience in the design, development, integration, implementation and/or maintenance of multi-protocol local and/or wide area networks, and telecommunications system. Function as technical consultant to the business units

Functional Responsibility: Management level personnel provide general direction. Responsibilities include functional or technical supervision of lower level professional, technical or clerical positions. Positions in this class are distinguished from other related classes in that they require specialized subject matter expertise in the design/operation of network systems including LANs and WANs; knowledge is applied to research and evaluation involving innovative and alternatives. Positions in this class are distinguished from those in the Network Engineer class by: the advance level of technical expertise, experience and ability to evaluate solutions for networking requirements; making recommendations which have significant impact or consequences including the development of new policies, procedures and service.

Minimum Education: An advanced degree preferred or a Bachelor's degree in computer science, engineering, mathematics, or related field, with 3 years practical experience, or equivalent.

Commercial Job Title: **Network Engineer**

Minimum/General Experience: Six years experience with at least two-year of full-time experience directly related in the implementation and maintenance of local and wide area network application system; or completion of a job training program in networks or data communications certified by Novell, Microsoft.

Functional Responsibility: Positions in this class require specialized subject matter expertise in the operation of network systems including LANs and WANs. A Senior Network Engineer and/or Network Manager provide general direction. Responsibilities do not include direct supervision of other positions but may serve as lead workers. Positions in this class are distinguished from the Senior Network Engineer class in that the Senior: has a broader scope of analytical tasks; designs and implements network systems; has a greater responsibility for presentation and support of recommendations to decision-making levels; makes recommendations which have significant impact or consequences including the development of new policies, procedures and service; and may supervise administrative, professional or technical personnel.

Minimum Education: A Bachelor's degree in computer science, engineering, mathematics, or related field, with 2 years experience, or equivalent.

Commercial Job Title: **System Administrator**

Minimum/General Experience: Four or more years of directly related experience involving system service applications and functions, in a large multi-faceted system domain.

Functional Responsibility: Requires specialized subject matter expertise in one or more computer systems utilized for business applications; interface between system software and other systems used; spreadsheet, database and word processing applications; hardware operating systems, computer hardware, mainframe access basics, and networks. Knowledge is applied to system administration and support activities. The Systems Administrator is distinguished from the Principal Systems Analyst class, which performs duties

independently and requires a greater degree of knowledge and experience, and the Principal Systems Specialist, which receives closer supervision and has less responsibility for system administration.

Minimum Education: A Bachelor's degree with major coursework in microcomputer software applications and/or computer science, business administration or a closely related field.

Commercial Job Title: **Systems Software Analyst**

Minimum/General Experience: Five or more years of directly related experience in the design, development and implementation of systems software and/or business application systems for computer system using advanced programming languages; Three years of this experience must have been as a specialist in systems software

Functional Responsibility: Requires specialized subject matter expertise in operating systems and related system software for computers in a large multi-user environment; The characteristics, capabilities, and uses of operating system components and related vendor supplies and software packages; Software systems including coding and assembly level, procedural and non procedural, and job control languages; Operating systems and database systems, and teleprocessing systems; As well as extensive directly related and progressive experience; Knowledge is applied to research and evaluation significant impact or consequence involving highly specialized and technical areas impacting recommendations and development of new policies, procedures and services; Has functional or technical supervision over lower level positions of Systems Software Analyst I & II; Most frequently meets with administrative, management, and professional staff, as well as functional and/or programmatic subject matter specialist to influence motivate and to act as a liaison for a program or department.

Minimum Education: A Bachelor's degree with major course work in Computer Science or Business Administration

Commercial Job Title: **Systems Engineer**

Minimum/General Experience: Six years of progressive experience in design, analysis, programming and implementation of system designs and operation systems.

Functional Responsibility: Contributes to the development and implementation of systems methods, procedures, and standards necessary to maintain the integrity, reliability, and maintainability, and of systems. Apply structured methodology to the planning, oversight, and status communication of a project with an understanding of object-oriented technologies for project management. Proficient with the principles of risks assessment and requirements specification. Understanding of requirements from clients and how to identify project risks. Familiarity with techniques used in each stage of development and understanding how decision made at each stage affect the life cycle of the project. Perform quality assurance function. Assists other staff members in the development of project plans, specifications and in the monitoring of progress. Works with minimal management supervision. Must possess the following skill:

- Minimum of three years experience
- Project life-cycle methodology
- Project management tools (Project)
- Configuration management tools (PVCS, SCCS)
- Testing tools

- CASE design tools (Rose, Erwin)

Minimum Education: A Bachelor's degree in computer science, engineering, mathematics, or related field, with 2 years practical experience, or equivalent.

Commercial Job Title: **Help-Desk Specialist**

Minimum/General Experience: Three years of progressive experience in providing help-desk support and administration with at least two years experience in supporting and troubleshooting COTS software, Operating Systems and hardware malfunction.

Functional Responsibility: Under the supervision of a Task Manager or Project Manager provide help desk activity for purposes of resolving end-users hardware and software problem through telephone assistance for installation and configuration of person computer hardware and peripherals, network client software and application software.

Minimum Education: minimum High-School Diploma or Microsoft Certified Product Specialist (MCP) Certification or equivalent.

Commercial Job Title: **Sr. Project Manager**

Minimum/General Experience: Must have eight (8) years of ADP experience, including at least five (5) years of ADP soft ware management experience

Functional Responsibility: Perform day-to-day management of assigned delivery orders projects that involve teams of data processing and other information systems/management professionals who have previously been involved in analyzing, designing, integrating, testing, documenting, converting, extending, and implementing automated information systems. Demonstrates proven skills in those technical areas addressed by the delivery order to be managed. Organizes, directs, and coordinates the planning and production of all activities associated with assigned delivery order projects. Prepares and presents program level management products such as, work breakdown structures, charts, tables, graphs, major milestones calendars and diagrams to assist in analyzing problems and making recommendations. Demonstrates writing and oral communications skills.

Minimum Education: A Bachelor's Degree from an accredited college or university with a major in computer Science, Information Systems, Engineering, business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equal one year specialized and two years general.

Commercial Job Title: **Subject Matter Expert III**

Minimum/General Experience: Must have eight (8) years of experience in the ADP field.

Functional Responsibility: Defines the problems and analyzes and develops plans and requirements in the subject matter area for moderately complex-to-complex systems. Coordinates and manages the programs and systems specifications in the following specialties:

- a) Information's System Architecture
 - i. Information Systems

- ii. Strategic information Systems
- b) Automation
 - i. Hardware (micro through mainframe)
 - ii. Computer languages (particularly Visual Basic, Java, etc.)
 - iii. Operating systems (particularly MS DOS, Windows, Novell, UNIX, POSIX, VM, DOS-VSE, and MVS)
 - iv. Database management systems
 - v. Automation security systems
 - vi. Decision support systems
- c) Risk Management/Electronic Analysis
- d) Software (consisting of all commercially available software used under the contract for PCs, Minis, and mainframes)
- e) Life-Cycle management
- f) Software Development Methodologies
 - i. Waterfall/Grand Design
 - ii. Incremental
 - iii. Evolutionary
- g) Modeling and Simulation
- h) Graphics Processing
- i) Data Warehousing

Minimum Education: A Bachelor's Degree from an accredited college or university with a major in computer Science, Information Systems, Engineering, business, or other related scientific or technical discipline. A Master's Degree is preferred. A Master's Degree in one of the above disciplines equal one year specialized and two years general.

Commercial Job Title: **Database Management Specialist**

Minimum/General Experience: Must have six (6) years experience in DBMS systems analysis and programming.

Functional Responsibility: Must be capable of providing highly technical expertise and support in the use of DBMS. Must be able to evaluate and recommend available DBMS products to support validated user requirements. Defines file organizations, indexing methods, and security procedures for specific user applications. Develops, implements, and maintains database back-up and recovery procedures for the process environments, and ensures that data integrity, security, and recoverability are built into the DBMS applications.

Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information's Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A master's Degree is preferred. A master's Degree in one of the above disciplines equals one year specialized and two years general experience.

Commercial Job Title: **Quality Assurance Specialist**

Minimum/General Experience: Must have five (5) years of experience working with quality control.

Functional Responsibility: Must be able to determine the resources required for quality control. Must be able to maintain the level of quality throughout the software life cycle. Develops software quality assurance plans. Must be capable of maintaining and establishing a process for evaluating software and associated documentation. Participates in formal and informal reviews at predetermined points through the development life cycle to determine quality. Examines and evaluates the SQA process and recommends enhancements and modifications. Develops quality standards.

Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information's Systems, Engineering, Business, or other related scientific or technical discipline or three (3) years of equivalent experience in a related field. A master's Degree is preferred. A master's Degree in on of the above disciplines equals one year specialized and two years general experience.

Commercial Job Title: Help Desk Specialist

Minimum/General Experience: This position requires a minimum of four (4) years of experience as a Helpdesk Specialist.

Functional Responsibility: Provides telephone and in-person support to users in the arrears of directories, standard Windows desktop applications, and applications developed under the contract. Serves as the initial point of contact for troubleshooting hardware/software PC and Printer problems.

Minimum Education: A Bachelor's Degree from an accredited college or university with a major in computer Science, Information Systems, engineering, Business, or other related scientific or technical discipline or three (3) tears of equivalent experience in a related field.

Commercial Job Title: Computer Security Systems Specialist

Minimum/General Experience: This position requires a minimum of six (6) years of experience as a computer security systems specialist.

Functional Responsibility: Analyses and defines security requirements for MLS issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an agency's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses, which also include risk assessment. Provides daily direction to staff.

Minimum Education: A Bachelor's Degree from an accredited college or university with a major in Computer Science, Information's Systems, Engineering, Business, or other related scientific or technical discipline or Four (4) years of equivalent experience in a related field. A master's Degree is preferred. A master's Degree in on of the above disciplines equals one year specialized and two years general experience.

Commercial Job Title: Technical Writer/ Editor

Minimum/General Experience: A minimum of five (5 years of experience in this area IT technical writing.

Functional Responsibility: Assists in collecting and organizing information for preparation of user IT manuals, IT training materials, IT installation guides, proposals, and reports. Edits functional Information Technology descriptions, computer systems specifications, user manuals, special reports, or any other customer deliverables and documents. Documents computer software and hardware specifications. Must demonstrate the ability to work independently or under only general direction.

Minimum Education: Associate's Degree in related field. A bachelor's degree is preferred.

Commercial Job Title: Digital Media Encoder

Minimum/General Experience: Minimum of (3) Years of experience the area of Digital Media Encoder

Functional Responsibilities: working with Digital Video and understand all commercially used formats to convert video for Web, CD-ROM and DVD. Format video for live and on-demand web casting. Able to webcast live events using Real and Windows encoding formats. Engineer and direct multi-camera events for live webcast. Edit projects and encode material for on-demand viewing. Responsible for web encoding and non-linear editing. Test web links for target bit rates and connectivity as different compression codes. Uploading video clips and metadata to client server site via FTP.

Minimum Education: Bachelor' Degree from an accredited college or university with a major in Computer Science, Information's Systems, Video Imaging, Digital Arts, or technical discipline or three (3) years of equivalent experience in a related field.

Commercial Job Title: Technician / Installer

Minimum/General Experience: One to two years of work-related skill, knowledge and experience with Windows 95/98, NT/2000, Netware or UNIX in a position requiring customer service, problem identification and resolution.

Functional Responsibility: Under general direction, receives, logs, tracks and responds to calls for technical assistance. Serves as initial point of contact providing phone and in-person technical support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under contract. Responsibilities include troubleshooting hardware, software, PC, and printer problem diagnosis and resolution or escalation.

Minimum Education: High school diploma or equivalent education.

Commercial Job Title: Administrative Assistant

Minimum/General Experience: Two years of experience in administrative support and analysis. Provides support in the areas of analysis of systems discrepancies, technical meetings, requirements collection and analysis, image processing, Email support and analysis, document maintenance and production. Has broad range of administrative support functions knowledge. Will interface with client staff and management and has ability to make recommendations and presentations to other staff and client management. Confers with other client staff and management to determine specific goals and objectives.

Functional Responsibility: Supports client IT administrative areas and has the ability to analyze IT functional areas and put findings in report or presentation formats.

Minimum Education: Equivalent of Associate Degree in Business with strong administrative

Commercial Job Title: **Business Analyst I**

Functional Responsibilities: Conducts and coordinates financial, product, market, operational, and related research to support strategic and business planning within the various departments and programs of the client group. Interprets, evaluates, and interrelates research data, and develops integrated business analyses and projections for incorporation into strategic decision-making. Manages and coordinates one or more large research and/or survey databases, as appropriate; performs specified data analyses and studies as requested, and develops and presents ad hoc reports in support of various initiatives, both internal and external. Coordinates and supports the development and implementation of special research and/or survey initiatives related to specific research goals and/or marketing directives. Provides consultative, technical, and staff support, as appropriate, to standing strategic decision-making committees. Manages, coordinates, and evaluates the efforts of external organizations and consulting operatives engaged in specifically commissioned research activities. Performs miscellaneous job-related duties as assigned.

Minimum Education: Bachelor's degree with 1 to 3 years experience directly related to the duties and responsibilities specified.

Minimum/General Experience: Specialized experience should include at least 2 to 3 years of experience in reengineering large scale business processes.

Commercial Job Title: **Senior Business Analyst III**

Functional Responsibilities: Conducts and coordinates financial, product, market, operational, and related research to support strategic and business planning within the various departments and programs of the client group. Interprets, evaluates, and interrelates research data, and develops integrated business analyses and projections for incorporation into strategic decision-making. Manages and coordinates one or more large research and/or survey databases, as appropriate; performs specified data analyses and studies as requested, and develops and presents ad hoc reports in support of various initiatives, both internal and external. Coordinates and supports the development and implementation of special research and/or survey initiatives related to specific research goals and/or marketing directives. Provides consultative, technical, and staff support, as appropriate, to standing strategic decision-making committees. Manages, coordinates, and evaluates the efforts of external organizations and consulting operatives engaged in specifically commissioned research activities.

Minimum Education: Bachelor's degree with 8 to 10 years experience directly related to the duties and responsibilities specified and 4 to 5 years as a business analyst, consultant, or related role.

Minimum/General Experience: Specialized experience should include at least ten (10) years of experience in reengineering large scale business processes.

Commercial Job Title: **Executive Assistant**

Functional Responsibilities: Relieves the executive of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Relies on

experience and judgment to plan and accomplish goals. May direct and lead the work of others. Typically reports to an executive. A wide degree of creativity and latitude is expected.

Minimum Education: An associate's degree or its equivalent. Or combination of education, training and one to three years experience pertaining to technical, scientific or program administrative support.

Minimum/General Experience: This position requires at least four (4) years of experience in the field or in a related area. Candidate must be familiar with a variety of the field's concepts, practices, and procedures.

Commercial Job Title: Security Engineer

Functional Responsibilities: Assist in detailed technical analysis of various security logs Perform forensics and detailed technical investigations Perform incident response activities for security events Initiate Business As Usual scans to maintain security perimeter Monitor information security information portals and keep abreast of events, research and developments within the community. Participating in projects, contributing to the design/architecture. Assist in global Information Security implementations Contribute to the strategic design of the security perimeter via the various architecture and engineering implementations. Experience conducting penetration studies and vulnerability assessments of hardware, software and information systems is required Identifies and helps mitigate any vulnerabilities on the network. Reviews and verifies changes to the environment have been documented and approved. Performs periodic security reviews and assessments. Investigates, documents and reports suspicious activities. Maintain hardware and software tools used to support Information Security functions & Assist in global Information Security implementations

Minimum Education: Associate's degree; 3 or more years experience in Information Security (and/or equivalent experience and understanding of general and technical controls).

Minimum/General Experience: Experience engineering and implementing Intrusion Detection systems is required Monitor perimeter for security vulnerabilities and attacks assist in remediation efforts Ensures installed devices are secure from inside or outside attacks

Commercial Job Title: Network Architect

Functional Responsibilities: Design, develop, test, trouble-shoot and maintain data and/or communications systems local area networks (LANs) and/or Wide Area Networks (WANs). Can install, test and demonstrate networking hardware (servers, cabling, network adapter cards, modem pools, hubs, routers, gateways, bridges, etc.), and networking operating-system specific software. Skilled in two or more of the following operating systems: MS Windows, UNIX (Sun Solaris, HP-UX, AIX), LINUX and MacOS.

Minimum Education: Bachelor's Degree from an accredited college or university with a major in computer Information Systems, Engineering, Business or other related scientific or technical discipline or equivalent.

Minimum/General Experience: Candidate must have 4 years experience that provides the requisite skills and knowledge. Has knowledge of commonly-used concepts, practices, and procedures within a particular field.

Commercial Job Title: Financial Analyst I

Functional Responsibilities: Compiles and analyzes financial information from all components of the organizational entity, and develops integrated revenue/expense analyses, projections, reports, and presentations. Analyzes, designs, documents, and implements internal financial reporting systems and procedures for the organization or business entity.

Minimum Education: Bachelor's degree; at least 3 years of experience that is directly related to the duties and responsibilities specified.

Minimum/General Experience: Knowledge of federal and state financial regulations, and financial policies and procedures. Ability to compile, analyze, interpret, and present complex annual financial reports, statements, and/or projections. Knowledge of a range of automated financial systems and applications software. Database management skills.

Commercial Job Title: Financial Analyst II

Functional Responsibilities: On a regular and continuous basis, exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service within the functional area. Collects and studies data to determine costs of business activities. Candidate may recommend budget adjustments, and other cost improvement measures. Analyzes financial data and extracts and defines relevant information; interprets data for the purpose of determining past financial performance and/or to project a financial probability. Reviews costs and performs cost benefit analysis related to projects and/or programs. Performs moderately complex statistical, cost, and financial analysis of data reported in the various financial systems. Candidate develops financial reports for forecasting, trending, and results analysis. Records, classifies, and summarizes financial transactions and events in accordance with generally accepted accounting principles. Interprets financial transactions and events for users who must make economic or business decisions. Applies a working knowledge of applicable laws and regulations; verifies documents for completeness and compliance with government and private agencies. Uses various software applications, such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate and/or format data and/or reports.

Minimum Education Master's degree in accounting, business or related field, or equivalent experience.

Minimum/General Experience: Four years related financial experience required. Additional education may be substituted for some experience. Proficiency in the use of software applications, databases, spreadsheets, and/or word processing required.

Commercial Job Title: Executive Producer

Functional Responsibilities: Manages, instructs, and organizes various aspects of a production. Has financial responsibility for managing the full budget for a video, film, CD-ROM, DVD in long or short format. May be responsible for hiring and managing entire cast and crew for a production and all aspects of the program.

Minimum Education: Bachelor's Degree from an accredited college or university with a major in computer science, Information Systems, Engineering, Business or other related scientific or technical discipline.

Minimum/General Experience: Associates Degree in Broadcast Services or related field. 5 – 7 years of experience in the broadcast field.

Commercial Job Title: **Interactive Developer**

Functional Responsibilities: Interactive developer has strong sense of design, high-level programming and interaction design abilities. The ideal candidate has intimate knowledge of ActionScript 1 & 2, focusing on OOP methodologies, as well as experience in backend integration along with impeccable programming skills. Candidate has a good sense of visual and motion design and interactivity. Should be a self-motivated, creative professional with a passion for interactive design and an understanding of current trends and best practices in the field. The Designer will work closely with the Creative and Technology teams in order to drive design solutions from conception through prototyping to production.

Requirements

Minimum Education: Bachelor's Degree from an accredited college or university with a major in computer science, Information Systems, Engineering, Business or other related scientific or technical discipline or equivalent experience.

Minimum/General Experience: Mac and PC experience, CMS (Expression Engine, Movable Type or equivalent), Experience in development or coding software or interactive web development, Working knowledge of current usability and user experience trends. Experience in at least one common backend language (PHP, JSP, ASP, etc.), SQL experience, HTML, CSS, XHTML, JavaScript, QuickTime authoring, video editing, compression and encoding experience a plus; 3 years of industry experience.

Commercial Job Title: **Associate Designer / Developer**

Functional Responsibilities: The ability to balance multiple projects on tight deadlines is essential. The qualified candidate will possess excellent communication and writing skills, and be both intensely creative and technically knowledgeable. As junior team member, you will participate in all aspects of the design and development workflow including concept, design, and execution of both web and print projects. The candidate should be highly skilled in Photoshop and html, (ability to hand code html a must). Flash, ActionScript, Javascript experience a plus. The candidate should also be comfortable producing work for print using Illustrator, and InDesign. BFA in graphic design / new media / computer graphics or equivalent experience required.

Minimum Education: Bachelor's Degree from an accredited college or university with a major in computer science, Information Systems, Engineering, Business or other related scientific or technical discipline, or equivalent experience.

Minimum/General Experience: Mac and PC Experience, Photoshop, Illustrator, HTML

Commercial Job Title: **Sr. Security Engineer**

Functional Responsibilities: Perform detailed technical analysis of various security logs Perform forensics and detailed technical investigations Perform incident response activities for security events Initiate Business As Usual scans to maintain security perimeter Monitor information security information portals and keep abreast of events, research and developments within the community. Participating in projects, contributing to the design/architecture. Assist in global Information Security implementations Contribute to the strategic design of the security perimeter via the various architecture and engineering implementations. Experience conducting penetration studies and vulnerability assessments of hardware, software and information systems is required Identifies and helps mitigate any vulnerabilities on the network. Reviews and verifies changes to the environment have been documented and approved. Performs periodic security reviews and assessments. Investigates, documents and reports suspicious activities. Maintain hardware and software tools used to support Information Security functions & Assist in global Information Security implementations

Minimum Education: 4-year college degree; 5 or more years experience in Information Security (and/or equivalent experience and understanding of general and technical controls).

Minimum/General Experience: Experience engineering and implementing Intrusion Detection systems is required Monitor perimeter for security vulnerabilities and attacks assist in remediation efforts Ensures installed devices are secure from inside or outside attacks.

Commercial Job Title: Computer Security Officer

Functional Responsibilities: Oversee a network of security directors and vendors who safeguard the company's assets, intellectual property and computer systems, as well as the physical safety of employees and visitors. Identify protection goals and objectives consistent with corporate strategic plan. Manage the development and implementation of global security policy, standards, guidelines and procedures to ensure ongoing maintenance of security. Maintain relationships with local, state and federal law enforcement and other related government agencies. Oversee the investigation of security breaches and assist with disciplinary and legal matters associated with such breaches as necessary. Work with outside consultants as appropriate for independent security audits.

Minimum Education: Bachelor's Degree from an accredited college or university with a major in computer science, Information Systems, Engineering, Business or other related scientific or technical discipline.

Minimum/General Experience: Bachelor's degree with 5 to 7 years experience directly related to the duties and responsibilities specified.

Commercial Job Title: Project Manager I

Functional Responsibilities: Plans, directs and coordinates activities of projects to ensure that project goals are accomplished. Consults with management and reviews project proposals to determine goals, time frame, funding limitations and procedures for accomplishing projects, staffing requirements, and allotment of resources. Develops project plans specifying goals, strategy, and staffing, scheduling, identification of risks, costs, contingency plans, and allocation of available resources. Formulates and defines technical scope and objectives of project. Identifies and schedules deliverables, milestones and required tasks. Prepares various reports. Confers with project personnel to provide technical advice and resolve problems. Develops action plans to address and resolve problems and drives projects to completion. Coordinates and responds to requests for changes from original specifications. Monitors project results against technical specifications. Develops and maintains technical and project documentation. Directs quality assurance testing.

Minimum Education: Bachelor's Degree from an accredited college or university with a major in computer science, Information Systems, Engineering, Business or other related scientific or technical discipline.

Minimum/General Experience: Five (5) years related experience and/or training; or equivalent combination of education and experience.

Commercial Job Title: **Sr. Database Administrator**

Functional Responsibilities: Identify user requirements, set up computer databases, and test and coordinate modifications to the systems. Ensures the performance of the system, understands the platform on which the database runs, and adds new users to the system. Design and implement system security, plan and coordinate security measures in addition to backing up systems and database security. Performing installation, modification and testing of software, tuning of the software, running database utilities, and expertise at file design.

Minimum Education: Degree in computer science or a related field or equivalent experience.

Minimum/General Experience: Specialized experience should include at least 2 to 3 years of Enterprise Database Administration experience.

Commercial Job Title: **Network Installation Technician**

Functional Responsibility: Conducts site surveys; assesses and documents current site network configurations and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware, Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

Minimum Education: High school diploma.

Minimum / General Experience: Minimum of five years experience, three years of which must include analysis and installation of computer-based systems; analysis, design, and installation of local area networks; fiber optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems.

Commercial Job Title: **Sr. Network Installation Technician**

Functional Responsibility: Conducts site surveys; assesses and documents current site network configurations and user requirements. Designs and optimizes network topologies. Analyzes and develops new hardware requirements and prepares specifications for hardware acquisitions. Prepares engineering plans and site installation Technical Design Packages. Develops hardware

installation schedules. Prepares drawings documenting configuration changes at each site. Prepares site installation and test reports. Configures computers, communications devices, and peripheral equipment. Installs network hardware. Trains site personnel in proper use of hardware. Builds specialized interconnecting cables.

Minimum Education: Associates Degree or equivalent experience

Minimum / General Experience: Minimum of five years experience, three years of which must include analysis and installation of computer-based systems; analysis, design, and installation of local area networks; fiber optic cable installation; specialized interconnect cable design and fabrication; and analysis and installation of communications systems

Commercial Job Title: Project Manager III

Functional Responsibilities: Candidate will be responsible for managing a Project Office and coordinating all phases from analysis to implementation of multiple projects. Candidate will define project scope and objectives, coordinate and/or develop detailed work plans, schedules, project estimates, resource plans, and status reports. Must be highly organized with excellent analytical, communication, problem-solving, presentation, and coaching skills. Must be familiar with software or hardware project scopes and objectives. Strong Mainframe System Programming background in a large mainframe environment.

Minimum Education: MBA from an accredited college or university with a major in computer science, Information Systems, Engineering, Business or other related scientific or technical discipline. A Master's Degree in one of the above disciplines equal one year specialized and two years general.

Minimum/General Experience: Six years experience in the design, development, and implementation of business or computer system and programs. At least two years acting in a management role of a large multi-task program. Knowledge of the Federal contract and procurement regulations.

Commercial Job Title: Graphic Designer II

Functional Responsibilities: Develops, designs, creates layouts, works with art, graphic elements for visual communication media with various software packages. Works with still photo and video images, negotiates rates for clearances and rights.

Minimum Education: Bachelor's Degree from an accredited college or university with a major in computer science, Information Systems, Engineering, Business or other related scientific or technical discipline.

Minimum/General Experience: High school diploma, 5 years experience in the graphic design industry.

Commercial Job Title: TV and Film Programming Specialist

Functional Responsibilities: Manages and instructs, organizes various aspects of TV, Film and production of films. Has responsibility to develop and manage a program acquisition system. Responsibilities also

include acquiring and adapting various programs for different markets and research proposals for original productions for various markets.

Minimum Education: Associates Degree in Broadcast Services or related field Bachelor's preferred.

Minimum/General Experience: 5 – 7 years of experience in the broadcast field, or similar area, Foreign Service Experience is preferred.

Mainstreet Technologies, Inc. GSA Rate Schedule for Information Technology Professional Services

Contract No. GS-35F-0474K
(Special Item Number 132-51)

Category No.	Labor Category	Option Year 6/19/10 - 6/18/11	Option Year 6/19/11 - 6/18/12	Option Year 6/19/12 - 6/18/13	Option Year 6/19/13 - 6/18/14	Option Year 6/19/14 - 6/18/15
1	Administrative Assistant	\$29.18	\$30.20	\$31.26	\$32.35	\$33.48
2	Associate Designer /Developer	\$67.35	69.71	72.15	74.67	77.29
3	Business Analyst I	\$57.42	59.43	61.51	63.66	65.89
4	Computer Security Officer	\$92.66	95.90	99.26	102.73	106.33
5	Computer Security Specialist	\$115.40	119.44	123.62	127.95	132.42
6	Database Manager Specialist	\$103.48	107.10	110.85	114.73	118.75
7	Digital Media Encoder	\$58.36	60.40	62.52	64.70	66.97
8	Executive Assistant	\$54.50	56.41	58.38	60.43	62.54
9	Executive Producer	\$85.39	88.38	91.47	94.67	97.99
10	Financial Analyst I	\$49.51	51.24	53.04	54.89	56.81
11	Financial Analyst II	\$72.47	75.01	77.63	80.35	83.16
12	Help-Desk Administrator	\$50.90	52.68	54.53	56.43	58.41
13	Help Desk Specialist	\$66.32	68.64	71.04	73.53	76.10
14	Interactive Developer	\$80.93	83.76	86.69	89.73	92.87
15	Network Architect	\$119.10	123.27	127.58	132.05	136.67
16	Network Engineer	\$73.34	75.91	78.56	81.31	84.16
17	Network Installation Technician	\$32.13	33.25	34.42	35.62	36.87
18	Project Manager I	\$109.02	112.84	116.78	120.87	125.10
19	Project Manager Level II	\$87.70	90.77	93.95	97.23	100.64
20	Project Manager III	\$114.46	118.47	122.61	126.90	131.35
21	Quality Assurance Specialist	\$84.89	87.86	90.94	94.12	97.41
22	Security Engineer	\$82.76	85.66	88.65	91.76	94.97

Category No.	Labor Category	Option Year 6/19/10 - 6/18/11	Option Year 6/19/11 - 6/18/12	Option Year 6/19/12 - 6/18/13	Option Year 6/19/13 - 6/18/14	Option Year 6/19/14 - 6/18/15
23	Business Analyst II	\$114.46	118.47	122.61	126.90	131.35
24	Sr. Database Administrator	\$92.66	95.90	99.26	102.73	106.33
25	Senior Network Engineer	\$85.76	88.76	91.87	95.08	98.41
26	Sr. Network Installation Technician	\$54.50	56.41	58.38	60.43	62.54
27	Senior Project Manager	\$152.56	157.90	163.43	169.15	175.07
28	Sr. Security Engineer	\$163.52	169.24	175.17	181.30	187.64
29	Senior Software Engineer	\$152.67	158.01	163.54	169.27	175.19
30	Subject Matter Expert	\$145.91	151.02	156.30	161.77	167.44
31	Systems Administrator	\$58.67	60.72	62.85	65.05	67.33
32	Systems Engineer	\$81.63	84.49	87.44	90.50	93.67
33	Systems Software Analyst	\$95.67	99.02	102.48	106.07	109.78
34	Technical Writer/Editor	\$58.36	60.40	62.52	64.70	66.97
35	Technician/Installer	\$43.12	44.63	46.19	47.81	49.48
36	TV and Film Programming Specialist	\$90.65	93.82	97.11	100.51	104.02

The Labor Rates are the same for on site and off site

USA Commitment to Promote
Small Business Participation
Procurement Programs

PREAMBLE

Mainstreet Technologies, Inc provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses. With whom to partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
- We signify our commitment to work in partnership with small, small disadvantaged and women-owned small business to promote and increase their participation in Federal Government contracts. To accelerate potential opportunities please contact (**Ken Davis at MainStreet Technologies, Inc, Tel. 410-347-1277, Fax 410-347-1288, Email: Kdavis@mainstreet2.com**).

**BEST VALUE
BLANKET PURCHASE AGREEMENT
FEDERAL SUPPLY SCHEDULE**

Mainstreet Technologies Inc. (MST) in the spirit of the Federal Acquisition Streamlining Act, **(Ordering Activity)** and **MST** enter into a cooperative agreement to further reduce the administrative cost of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPA's eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

AGENCY

DATE

CONTRACTOR

DATE

BPA NUMBER _____

(Customer Name)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s) _____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH GSA:

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
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_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULE/DATES
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_____	_____
_____	_____

(3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4) BPA does not obligate any funds.

(5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
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_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), Fax, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as minimum:

- (a) Name of Contractor;
- (b) Contractor Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of the BPA will take precedence.

BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These Team Arrangement can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractor may individually meet the customers needs, or
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.